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**DEPARTMENT OF HUMAN SERVICES  
FAMILY INDEPENDENCE  
FOOD STAMPS**

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TANF or PaS Reference

CFR 272.8

Section: **FS-888-1**

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**INCOME AND ELIGIBILITY VERIFICATION SYSTEM**

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Type of Information Required and Source Agencies

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Same Requirements  
No Manual  
Reference

**GENERAL RULE** - Federal regulations require that each state maintain and use an income and eligibility verification system (IEVS). Wage and benefit information shall be requested as follows:

1. Wage information maintained by the Maine Employment Security Commission (MESC)
2. Information about net earnings from self-employment, wages, and payments of retirement income maintained by the Social Security Administration (SSA) - "BEERS"
3. Federal retirements and survivors, disability, SSI, and related benefit information available from SSA - "BENDEX" and "SDX"
4. Unearned income information from the Internal Revenue Service (IRS)
5. UIB claim information from MESC.

**NOTE:** Requests for the aforementioned information shall be made through computer-to-computer techniques. Insofar as practicable, the data will be edited to delete nonessential information being forwarded to regional eligibility staff.

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TANF or PaS Reference

CFR 272.8

Section: **FS-888-2**

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**INCOME AND ELIGIBILITY VERIFICATION SYSTEM**

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**Requesting Information About Applicants**

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Same: No Manual Reference

**GENERAL RULE** - The information noted in FS 888-1 shall be requested from the appropriate agencies about members of all applicant households during the first week of the month following the month in which the application is filed. Information about members of applicant households who cannot provide SSN's at application shall be requested in the month following the month in which the SSN is received.

Information received within the thirty-day application period shall be used to determine eligibility and benefits if it is received for an applicant household which is still pending.

**NOTE:** Eligibility and benefit determinations shall not be delayed pending receipt of IEVS information.

Information received about applicant households which have already been opened shall be treated the same as information on recipient households (FS 888-4).

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TANF or PaS Reference

CFR 272.8

Section: **FS-888-3**

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**INCOME AND ELIGIBILITY VERIFICATION SYSTEM**

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**Requesting Information About Recipients**

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Same: No Manual Reference

**GENERAL RULE** - The information noted in FS 888-1 shall be requested from the appropriate agencies about members of recipient households as follows:

1. Quarterly, from MESC on wages. Such requests shall include all households which participated in any month of the corresponding quarter.
2. Monthly, from SSA data bases and not later than the second month of the certification period when the requests at application did not establish automatic reporting of changes in SSA data.
3. Annually, from IRS for all current recipients. This request shall be made as soon as practicable after the latest year's data is available from IRS.
4. Weekly, from MESC on UIB benefits for all participating households.

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CFR 272.8

Section: **FS-888-4**

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**INCOME AND ELIGIBILITY VERIFICATION SYSTEM**

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Actions on Recipient Households

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Same: No Manual Reference

**GENERAL RULE** - Case action on IEVS information about recipient households must be complete within 45 days of receipt of that information.

**NOTE:** The 45-day time limit means, in effect, that the Regional Office has thirty days to complete case action, since it will take about two weeks for the Central Office to edit, print, and distribute written instructions to the regions.

Case action includes:

1. review of the information, and comparison of it, to information in the case record.
2. for all new or previously unverified information received, contact with the household and/or the appropriate assets or income source to resolve discrepancies (FS 888-5).
3. when discrepancies warrant, action to begin reduction of benefits or termination of eligibility (advance notice sent).

Appropriate case action and dates shall be noted on the IEVS document and filed in the case record with the exception of documents containing IRS information. All documents generated from IRS source data shall be destroyed once case action is completed. A master file of IRS documents will be maintained at Quality Control. BEERS data contains IRS information and is subject to the same security.

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TANF or PaS Reference

CFR 272.8

Section: **FS-888-4**

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**INCOME AND ELIGIBILITY VERIFICATION SYSTEM**

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Actions on Recipient Households

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When the case actions substantiate an over-issuance, appropriate actions to initiate claims and/or disqualification proceedings shall be taken. (REMEMBER: Adverse actions based on Federal matches require 30 day advance notice.)

**NOTE:** The 45-day time limit does not apply to claims and disqualification actions.

ACTIONS BASED ON MESC MATCHES

When any adverse action is called for and is based upon information from an MESC match, the household shall be sent a written notice at least 12 days prior to taking such adverse action.

The notice shall advise the household that the Department has received information which indicates the need for adverse action and that it has 12 days to contest the decision. The notice shall state that, unless the Department is notified otherwise within 12 days by the household, it will assume that the data provided by the match or obtained through independent verification is correct and the adverse action will be taken.

ACTION BASED ON FEDERAL RECORD MATCHES

When any adverse action is called for and is based upon information from BEERS or IRS matches the household shall be sent a written notice at least 30 days prior to taking such adverse action.

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TANF or PaS Reference

CFR 272.8

Section: **FS-888-5**

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**INCOME AND ELIGIBILITY VERIFICATION SYSTEM**

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**Use of IEVS Information**

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Same: No Manual Reference

**GENERAL RULE** - Action shall be taken without independent verification based on information obtained through IEVS which is considered verified upon receipt. Such verified information is Social Security and SSI benefit information from SSA and UIB information from the Maine Employment Security Commission.

**EXCEPTION**: When it appears that the IEVS information about a particular household is questionable, the information shall be considered unverified and must be independently verified.

Prior to taking action to terminate, deny, or reduce benefits based on IEVS information which is considered unverified upon receipt, the information shall be independently verified. Such unverified information is:

1. unearned income information from IRS.
2. wage information from the Maine Department of Labor and SSA (BEERS).
3. questionable information as noted above.

Verification of unverified information shall be obtained by means of contacting the household and/or the appropriate asset or income source.

If the household is contacted it must be in writing. The household must be informed of the information the Department has received, and be requested to respond within 10 days. If the household fails to respond in a timely manner, an appropriate notice of adverse action shall be sent.

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Section: **FS-888-5**

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**INCOME AND ELIGIBILITY VERIFICATION SYSTEM**

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Use of IEVS Information

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The appropriate source may be contacted by the means best suited to the situation.

When the household or appropriate source provides the independent verification the household shall be properly notified of the action to be taken.

When all other sources of income verification are unavailable the amount to be used shall be mutually agreed upon by the client and agency.

Once terminated or denied for failure to respond or refusal to cooperate, the household shall not be determined eligible until it cooperates in the completion of the IEVS review in question.